

(CLASSIFICATION)

62-5549

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

Action Memorandum No. A-30

Date 3 August 1962

TO : Chief, Central Processing Branch
VIA : Records and Services Division
SUBJECT : Office of Personnel
 : Deputy Director (Support)
 : Travel by Agency Personnel

REFERENCE:

As a matter of priority could you let me have a breakdown of how many Agency personnel travelled by tourist, and how many by first class air travel. If you have it broken down by those on TDY and those on PCS this would be helpful. If it is possible, I would like these for the first six months of 1962.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

LBK/jrc

Distribution:

Orig & 1 - Addressee

- 1 - DDCI (for info.)
- 1 - Executive Director
- 1 - ER

SUSPENSE DATE: 8 August 1962

[Signature]

SECRET

(CLASSIFICATION)

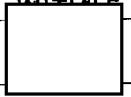
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downgrading and
declassification

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM
UNCLASSIFIED CONFIDENTIAL SECRET

25X1

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | | DATE |
|----------|------------------|----------------|---|
| 1 | DDCI | | <i>A</i>  |
| 2 | <i>ER</i> | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| | ACTION | DIRECT REPLY | PREPARE REPLY |
| | APPROVAL | DISPATCH | RECOMMENDATION |
| | COMMENT | FILE | RETURN |
| | CONCURRENCE | XXXINFORMATION | SIGNATURE |
| Remarks: | | | |

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| FROM: NAME, ADDRESS AND PHONE NO. | DATE |
|---------------------------------------|--------------|
| L. B. Kirkpatrick, Executive Director | 3 Aug 62 |
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